Adjunct Faculty Email Options for Communicating with Students

Student email is the official mode of communication between students and the University. When communicating with students use your NLU email account and the student's NLU email account.

You have one NLU faculty email account that you can access in several ways. The easiest and two most popular ways are described below.

### Microsoft Office Web Access

**Why this Option?**
OWA offers more advanced tools for managing your email as well as Contacts and a Calendar. Look-up NLU student/faculty/staff email addresses.

**Web Address**
http://owa.nl.edu

**Username**
firstname.lastname (for some: first initial + lastname)

**Forgot Password?**
Call the Help Desk at 866-813-1177.

**Want to Email All Your Students from Here?**
Create a Distribution List for your course. (Internet Explorer only)

1. Click New > Distribution list (in drop-down list under New button)
2. Give your list a name (ie: Biology Fall 2009)
3. Add recipients' addresses or lookup by clicking Members button

Initiate an email to the group from your contacts or by typing the name of the list in the To: field of your new message.

### NLU Luminis Web Portal

**Why this Option?**
While you're here you can access other NLU resources such as the Library, course homepages, and employee/faculty services.

**Web Address**
http://my.nl.edu

**Username**
first letter of your first name + first 5 letters of last name + last 4 digits of your SSN

**Forgot Password?**
If you have created the personal security questions & answers, you can reset it yourself by clicking the Forgot Password? link on login page. Or, call the Help Desk at 866-813-1177. Create these questions under My Account link so you can reset it yourself next time.

**Error Where Your Email Should Be?**
Happens every 90 days when your Exchange (OWA account on left) password changes or expires. Click on the Email icon and enter your Exchange password.

**Want to Email All Your Students from Here?**
My Courses tab > select Course > click Email link under Course Tools

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Blackboard Course Mail is another option for communicating with students. Here are some things to know:

- Blackboard Course Mail can be forwarded to another email account but you cannot reply to the course email from the account it was forwarded to.
- You can turn off Course Mail for your Blackboard Course on the Build Tab > Manage Course > Tools > Uncheck Mail

Connection Settings for using your NLU Exchange email account with Entourage, Windows Mail or other email readers are available under Need Help? at http://owa.nl.edu.

- POP readers will delete your emails from the NLU email server. We do not recommend you use a POP reader unless you change this setting and instruct it to keep a copy on the NLU server.
- IMAP is a better option as it will leave a copy of emails on the NLU email server and will synchronize “read” flags between email clients.